



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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October 08, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding two new classifications and by further implementing the findings of the Countywide Information Technology (IT) Occupational Study.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add 2 new classifications; and to reclassify 104 positions in the Department of Public Social Services and 1 position in the Department of Regional Planning as part of the ongoing implementation of the Countywide IT Occupational Study.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary

goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

New Classifications

At the request of the Chief Information Office, we are establishing two new IT Security-related classifications that will aid Departmental IT Security Officers (DCIOs) in the development, delivery, and administration of IT security standards, best practices, architecture, and systems. During the last several years, there has been an increase in the overall responsibilities of DCIOs, which has resulted in assignment of lower-level IT positions to assist in carrying out departmental IT security programs. At the same time, County information systems are constantly under threat of cyber-attacks that necessitate IT security expertise to mitigate existing and emerging vulnerabilities. The lack of IT security-specific classifications has affected efforts to effectively recruit, develop, and maintain IT Security technical expertise in order to address these issues. The establishment of these IT security-specific classifications will provide a clear career path in this industry recognized IT specialty field.

Future reclassification recommendations for existing positions to the proposed new classifications will be presented to the Board on a flow basis as departments determine the optimal IT security structure for their respective organizations.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously, your Board has approved the creation of nine IT supervisory and management classifications along with four "principal" level IT classifications that reflect current-day IT practices of public and private sector organizations. As we continue to implement Phase II, lower-level IT related positions are reviewed and reclassified and organizational structures are realigned where appropriate.

Department of Public Social Services

We have reviewed 425 positions within the Bureau of Contract and Technical Services of the Department of Public Social Services and are recommending reclassification of 104 positions, as well as the reorganization of various IT functions throughout the bureau. These actions will provide the appropriate position allocation and organization structure which will assist in the recruitment and retention of technically skilled staff and aid in reducing reliance on contract agency personnel.

Department of Regional Planning

We are recommending reclassification of one Senior Application Developer to a Principal Application Developer in the Department of Regional Planning to provide technical skills necessary to meet the department's operational needs.

Implementation of Strategic Plan Goals

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for the 105 positions that will be reclassified is estimated to total \$917,707. Net County cost is estimated to be \$99,521. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

The Honorable Board of Supervisors

10/8/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

PAC:AB:ra

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Chief Information Office
Department of Public Social Services

ATTACHMENT A**CLASSIFICATIONS RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ MegaFlex	2602	Information Technology Security Analyst	NM 97F
Savings/ MegaFlex	2603	Information Technology Security Specialist	NM 103H

ATTACHMENT B**INFORMATION TECHNOLOGY POSITIONS
RECOMMENDED RECLASSIFICATIONS****DEPARTMENT OF PUBLIC SOCIAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NM 81K Represented	1	Information Technology Aide Item No. 2584A NM 71F Represented
1	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
1	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
4	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented	3	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
11	Human Services Administrator I Item No. 8021A NM 93C Non-Represented	6	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented
		1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
		4	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented

ATTACHMENT B

DEPARTMENT OF PUBLIC SOCIAL SERVICES (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Human Services Administrator II Item No. 8022A NM 96C Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
		1	Senior Application Developer Item No. 2525A NM 97B Represented
		3	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
1	Human Services Administrator III Item No. 8023A NM 106B Non-Represented	1	Information Technology Specialist I Item No. 2569A NM 109H Non-Represented
6	Information Systems Analyst I Item No. 2590A NM 89F Represented	6	Information Systems Analyst II Item No. 2591A NM 92B Represented
6	Information Systems Analyst II Item No. 2591A NM 92B Represented	2	Application Developer II Item No. 2521A N2M 92C Represented
		1	Senior Application Developer Item No. 2525A NM 97B Represented
		2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
		1	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented

ATTACHMENT B

DEPARTMENT OF PUBLIC SOCIAL SERVICES (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
33	Information Systems Supervisor I Item No. 2595A NM 99E Non-Represented	4	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
		11	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
		4	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
		1	Senior Application Developer Item No. 2525A NM 97B Represented
		12	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
4	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		3	Information Technology Specialist I Item No. 2569A NM 109H Non-Represented

ATTACHMENT B

DEPARTMENT OF PUBLIC SOCIAL SERVICES (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Information Systems Supervisor III Item No. 2597A NM 106J Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
		1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented	1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
8	Information Technology Technical Support Analyst I Item No. 2545A NM 83F Represented	5	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented
		3	Network Systems Administrator II Item No. 2559A NM 93F Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	1	Information Technology Aide Item No. 2584A NM 71F Represented
1	Principal Application Developer Item No. 2526A NM 103E Non-Represented	1	Database Administrator Item No. 2620A NM 104H Non-Represented
1	Program Assistant, PSS Item No. 7980A NM 81B Represented	1	Information Systems Analyst II Item No. 2591A NM 92B Represented

ATTACHMENT B

DEPARTMENT OF PUBLIC SOCIAL SERVICES (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Programming Supervisor II Item No. 2530A NM 103E Non-Represented	1	Database Administrator Item No 2620A NM 104H Non-Represented
		1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		3	Principal Application Developer Item No. 2526A NM 103E Non-Represented
6	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented	1	Database Administrator Item No. 2620A NM 104H Non-Represented
		1	Information Technology Supervisor Item No. 2598A NM 104H Non-Represented
		1	Principal Network Systems Administrator Item No. 2561A NM 103H Non-Represented
		3	Senior Network Systems Administrator Item No. 2560A NM 97F Represented

ATTACHMENT B**DEPARTMENT OF PUBLIC SOCIAL SERVICES (Continued)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Systems Support Analyst Item No. 2536A NM 97E Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
4	Senior Information Technology Technical Support Analyst Item No. 2547A NM 91F Represented	2	Information Systems Analyst II Item No. 2591A NM 92B Represented
		1	Information Technology Technical Support Supervisor Item No. 2548A NM 95F Non-Represented
		1	Network Systems Administrator II Item No. 2559A NM 93F Represented

We are continuing with a phased approach as we implement findings of the Countywide IT Occupational Study, Phase II. In restructuring these IT functions, we are establishing appropriate organization structures and making individual position allocations to facilitate the integration of IT work throughout the County. These recommended classifications provide the appropriate knowledge, skills and abilities for the responsibilities assigned to the subject positions and will aid in the recruitment and retention of staff.

Specifically, we reviewed 425 IT positions within the Bureau of Contract and Technical Services, of which 104 are being recommended for reclassification in this letter. The remaining 321 positions were deemed appropriately classified and require no change. Out of the 104 positions, 71 are in classifications that are either identified for deletion during the implementation of Phase II, or they are in administrative and management classifications that do not provide the technical knowledge, skills and abilities required for the assigned work.

ATTACHMENT B

DEPARTMENT OF REGIONAL PLANNING

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Application Developer Item No. 2525A NM 97B Represented	1	Principal Application Developer Item No. 2526A NM 103E Non-Represented

The subject position reports to the department's Information Technology Manager I and functions as the lead application developer, responsible for leading, developing and performing specialized programming tasks. This position also develops and oversees all database reports and applications, develops policies for database back-up, restoration and installation, and manages the department's key web management systems.

The specific functions being performed are best described by the allocation criteria of the Principal Application Developer, a class that performs highly-specialized and complex information systems analysis and programming tasks; acts as technical expert for development or maintenance of one or more major systems; and, may function as a lead for application development projects. Therefore, we recommend an upward reclassification to Principal Application Developer.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Public Social Services and Regional Planning.

JOHN F. KRATTLI
County Counsel

By: 
ROSEMARIE BELDA
Principal Deputy County Counsel
Labor & Employment Division

RB:asv

Requested: 08-16-13
Revised: 09-04-13

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and numbers of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>2602</u>	<u>IT SECURITY ANALYST</u>	_____ *	<u>NM</u>	<u>97F</u>
<u>2603</u>	<u>IT SECURITY SPECIALIST</u>	_____ *	<u>NM</u>	<u>103H</u>

SECTION 2. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2595A	33	INFORMATION SYSTEMS SUPERVISOR I
2596A	4	INFORMATION SYSTEMS SUPERVISOR II
2597A	3	INFORMATION SYSTEMS SUPERVISOR III
2530A	5	PROGRAMMING SUPERVISOR II

SECTION 3. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2620A</u>	<u>3</u>	<u>DATABASE ADMINISTRATOR</u>
<u>2584A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY AIDE</u>
<u>2565A</u>	<u>10</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>

SECTION 4. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	42 <u>11</u>	ADMINISTRATIVE ASSISTANT II
1002A	98 <u>103</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	40 <u>39</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	22 <u>18</u>	ADMINISTRATIVE SERVICES MANAGER III
2521A	40 <u>12</u>	APPLICATION DEVELOPER II
8021A	302 <u>291</u>	HUMAN SERVICES ADMINISTRATOR I
8022A	35 <u>30</u>	HUMAN SERVICES ADMINISTRATOR II
8023A	74 <u>73</u>	HUMAN SERVICES ADMINISTRATOR III
2590A	44 <u>5</u>	INFORMATION SYSTEMS ANALYST I
2591A	95 <u>98</u>	INFORMATION SYSTEMS ANALYST II

2571A	5	<u>7</u>	INFORMATION TECHNOLOGY MANAGER II
2569A	4	<u>5</u>	INFORMATION TECHNOLOGY SPECIALIST I
2545A	406	<u>98</u>	IT TECHNICAL SUPPORT ANALYST I
2546A	4	<u>6</u>	IT TECHNICAL SUPPORT ANALYST II
2548A	8	<u>11</u>	IT TECHNICAL SUPPORT SUPERVISOR
2214A	2018	<u>2017</u>	INTERMEDIATE-TYPIST CLERK
2559A	11	<u>15</u>	NETWORK SYSTEMS ADMINISTRATOR II
2526A	6	<u>8</u>	PRINCIPAL APPLICATION DEVELOPER
2594A	4	<u>14</u>	PRINCIPAL INFO SYSTEMS ANALYST
2561A	4	<u>7</u>	PRINCIPAL NETWORK SYSTEMS ADMIN
7980A	158	<u>157</u>	PROGRAM ASSISTANT,PSS
2525A	14	<u>17</u>	SENIOR APPLICATION DEVELOPER
2593A	18	<u>36</u>	SENIOR INFORMATION SYSTEMS ANALYST
2536A	2	<u>1</u>	SENIOR INFO SYSTEMS SUPPORT ANALYST
2547A	13	<u>10</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2560A	10	<u>13</u>	SR NETWORK SYSTEMS ADMINISTRATOR

SECTION 5. Section 6.112.010 (Department of Regional Planning) is hereby amended to delete the following class and number of ordinance position:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2525A	4	SENIOR APPLICATION DEVELOPER

SECTION 6. Section 6.112.010 (Department of Regional Planning) is hereby amended to add the following class and number of ordinance position:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2526A</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>

SECTION 7. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[ITRECLASSOCT13KPCEO]